



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

AMENDED
JOB POSTING

Secretarial Assistant 3, NS

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

As a result of a Civil Service Commission decision on April 17, 2013, the positions for Interim Appointment within the Sandy Recovery Division have been reallocated to the Unclassified Service. As such, all Interim Appointment job postings related to this division will be unclassified appointments.

NOTE: Candidates who previously applied for these positions and remain interested in Unclassified Appointments, need not reapply.

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Secretarial Assistant 3, NS to serve in the Sandy Recovery Division. A new division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR-0048	ISSUE DATE:	April 19, 2013
TITLE:	Secretarial Assistant 3, NS	CLOSING DATE:	April 23, 2013
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	A15: \$38,394.65 - \$53,921.27
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	1		

DESCRIPTION OF MAJOR DUTIES:

May be assigned as a secretary to Assistant Division Directors, Bureau Chiefs, or their organizational equivalents; does other related duties.

REQUIREMENTS:

EXPERIENCE:

Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0048
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer